



COME WORK (*AND PLAY*) IN BIG SKY COUNTRY!

AT THE MONTANA SCHOOL FOR THE DEAF AND THE BLIND

DEPARTMENT: Student Services

POSITION TITLE: Cook

STARTING SALARY: \$10.97 for new employee's

BENEFITS: Full Insurance Package

JOB LOCATION: Montana School for the Deaf and the Blind

STATUS: Full Time

SUPPLEMENT REQUIRED: No

POSITION NUMBER: 513003801

BARGAINING UNIT: UFCW #8

CLOSING DATE: first application review – Dec. 14

TYPICAL DUTIES:

The Cook works under the direct supervision of the Food Service Lead. Must be able to plan, organize, prepare, cook and serve food (for students/staff and public) for the lunch room, cottages (put in food cart), various formal and or informal meals, provide items as need per the needs of the program and in varying quantities. Assure meals are served on time and meals served that are appealing to the eye, smell and taste. Maintain facility cleanliness, safety and sanitary conditions and ensure sanitation standards are met at all times, accepts responsibility and helps others for and with general cleaning. Assist in ordering food, supplies as well as stocking shelves and cleaning storeroom etc. Responsible for inventory control, food safety and follow the first in first out procedure. Assist in making sure all snacks, sack lunches, special requests are completed on a timely basis. Operate commercial kitchen equipment including mixer, slicer, dishwasher, ovens and other equipment when necessary. Submit documents i.e. production records, food orders, temperature sheets etc. Knowledge or willing to learn and adhere to health and safety policies and USDA Federal dietary guidelines for School Nutrition, USDA portion control and other policies required. Attends workshops and or training in related areas (serve safe, dietary guidelines, HACCP, portion control, required paperwork, cost effective ways and or new ways to serve items etc) whenever possible and when program needs allows. Maintain work habits that are safe in terms of preparation and handling of foods and assuring sanitation of equipment and facilities. Strives for good positive relations with students, co-workers, supervisors and community, accepts constructive criticism, has an interest in children nutritional needs, possesses organizational skills and basic computer skills, ability to read recipes and when necessary calculate amount needed for varying numbers of students and staff. Understanding the importance of taking the initiative to perform routine duties independently. Other duties as assigned.

QUALIFICATIONS: A high school diploma or equivalency is required. Previous experience of working in the food service industry is highly desirable. Serve Safe Certified preferred, but not required. Other combinations of education and experience which would provide required knowledge, skill and ability will be evaluated on an individual basis.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop and kneel. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize word processing equipment both of which result in the repetitive motion of hands and arms. The nature of the work requires the employee to walk or stand for a majority of their shift. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position may require frequent and independent travel between all buildings. Must be able to work weekends and on occasions evenings as late as possibly 7:00 pm depending on needs of program.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to see/hear respond to fire alarms and provide instructions with verbal/sign language commands for the safe evacuation of students.

Must be able to tolerate extreme weather conditions and exposure to unpleasant sights, sounds, and smells depending on individual student and program needs. Must be able to maintain composure under stress and not be easily physically or verbally intimidated or provoked by students as they may be unpredictable, uncooperative, demonstrate physical aggression, or serious, injurious behavior.

General knowledge of working in a food service establishment is highly desirable. Understanding of kitchen sanitation and safety is desired. Knowledge of USDA dietary requirements preferred.

The successful candidate will be required to have or learn basic sign language skills to communicate with deaf staff and students. New employees hired after July 1, 2012 must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview. New employees to this position must meet the Target Skill level Standard of "Survival Plus" within 3 years of the date of hire.

PROBATIONARY PERIOD: All employees shall serve a probationary period of one year (see A.R.M. Section 2.21.3808(2)). Policy 5123

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

INQUIRIES:

**Montana School for the Deaf and the Blind
3911 Central Ave
Great Falls, MT 59405
406-771-6000**

APPLICATION: <https://statecareers.mt.gov>

An Affirmative action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, disability, age, political or religious affiliation or ideas, culture, creed, ancestry, social origin or condition, genetic information, sexual orientation, gender identity or expression, military service or veteran status, marital status. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000